



# FINAL MAP/PARCEL MAP SUBMITTAL CHECKLIST E-7

**Development Services**  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ Project Name \_\_\_\_\_  
DWG No. \_\_\_\_\_ Project Engineer \_\_\_\_\_

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.

## THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.*

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Completed and signed city Engineering Plancheck Application
- \_\_\_\_\_ 4. For final map or parcel map: digital submittal of map, completed digital submittal checklist, and layer description -see *engineering standards on city website for digital submittal requirements and checklist*
- \_\_\_\_\_ 5. \*For final map or parcel map: five sets of prints of the map folded to 9" X 12"
- \_\_\_\_\_ 6. \*For certificate of compliance in lieu of a parcel map:
  - a) Four copies of the legal description for EACH newly created lot. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A," and
  - b) Four copies of the plat on 8 1/2" X 11" sheets labeled "Exhibit B"
- \_\_\_\_\_ 7. Three sets of prints of approved tentative map or tentative parcel map signed by project engineer and planner
- \_\_\_\_\_ 8. \*Two sets of traverse calculations for boundary, street centerline, lots, and easements signed and sealed
- \_\_\_\_\_ 9. One set of reference maps and documents
- \_\_\_\_\_ 10. Two copies of preliminary title report (issued within six months of application)
- \_\_\_\_\_ 11. Three copies of all signed conditions of approval
- \_\_\_\_\_ 12. Three copies of Notice of Intent to Issue Coastal Development Permit, when applicable
- \_\_\_\_\_ 13. Two copies of documentation providing authority to sign map, if legal entity is other than an individual
- \_\_\_\_\_ 14. Concurrent submittal required (as applicable): grading plans, improvement plans, easement documents, etc.
- \_\_\_\_\_ 15. Two copies of list of street names approved by Planning Division, when project involves new streets
- \_\_\_\_\_ 16. Plancheck fee
- \_\_\_\_\_ 17. **OTHER:** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



# FINAL MAP/PARCEL MAP RESUBMITTAL CHECKLIST E-7

**Development Services**  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_  
Project Name \_\_\_\_\_  
Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.

## THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- \_\_\_\_\_ 1. This resubmittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of maps, review checklist, reports, and calculations
- \_\_\_\_\_ 5. Original and one copy of completed Security and Agreement Data Sheet
- \_\_\_\_\_ 6. \*For final map or parcel map: \_\_\_\_\_ sets of corrected prints of the map folded to 9" X 12"  
(Dist.: 1 file, \_\_\_\_\_ planchecker, \_\_\_\_\_ EM, \_\_\_\_\_ Planning, \_\_\_\_\_ other—dept.: \_\_\_\_\_)
- \_\_\_\_\_ 7. \*For certificate of compliance in lieu of a parcel map:
  - a) \_\_\_\_\_ copies of the corrected legal description for EACH newly created lot  
(Distribution: 1 file, \_\_\_\_\_ planchecker, \_\_\_\_\_ EM, \_\_\_\_\_ Planning)
  - b) \_\_\_\_\_ copies of the corrected plat  
(Distribution: 1 file, \_\_\_\_\_ planchecker, \_\_\_\_\_ EM, \_\_\_\_\_ Planning)
- \_\_\_\_\_ 8. \*Two sets of corrected traverse calculations signed and sealed
- \_\_\_\_\_ 9. Two copies of preliminary title report issued within 30 days of resubmittal
- \_\_\_\_\_ 10. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, easement documents, other: see below
- \_\_\_\_\_ 11. Department comments: \_\_\_\_\_ Planning, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ other—dept. \_\_\_\_\_
- \_\_\_\_\_ 12. OTHER: \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



# FINAL MAP/PARCEL MAP MYLAR SUBMITTAL CHECKLIST E-7

**Development Services**  
**Land Development Engineering**  
1635 Faraday Avenue  
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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID \_\_\_\_\_ DWG No. \_\_\_\_\_  
Project Name \_\_\_\_\_  
Planchecker \_\_\_\_\_ Project Engineer \_\_\_\_\_

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- Items marked with an asterisk (\*) must be completed by a licensed land surveyor or appropriately licensed engineer.

## THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- \_\_\_\_\_ 1. This submittal checklist
- \_\_\_\_\_ 2. Transmittal from engineer of work listing all items being submitted
- \_\_\_\_\_ 3. Copy of previous city transmittal letter
- \_\_\_\_\_ 4. All previous checkprints of maps, review checklist, reports, and calculations
- \_\_\_\_\_ 5. For final map or parcel map: digital copy of corrected map
- \_\_\_\_\_ 6. \*For final map or parcel map: \_\_\_\_\_ sets of corrected prints of map folded to 9" X 12"  
(Dist.: 1 file, 1 Eng P&P (final map copy also used for location map preparation), \_\_\_\_\_ planchecker,  
\_\_\_\_\_ other - dept.: \_\_\_\_\_)
- \_\_\_\_\_ 7. \*For final map or parcel map: original mylars signed and sealed, including all required signatures
- \_\_\_\_\_ 8. \*For certificate of compliance in lieu of a parcel map, signed and sealed:
  - a) \_\_\_\_\_ originals of corrected legal description for EACH newly created lot  
(Distribution: 1 file, 2 planchecker, \_\_\_\_\_ other—dept.: \_\_\_\_\_)
  - b) \_\_\_\_\_ originals of corrected plat  
(Distribution: 1 file, 2 planchecker, \_\_\_\_\_ other—dept.: \_\_\_\_\_)
- \_\_\_\_\_ 9. Two copies of the Subdivision Guarantee dated within 10 days of submittal
- \_\_\_\_\_ 10. Preliminary title report dated within 10 days of submittal. For final map: three copies.  
For parcel map or certificate of compliance in lieu of a parcel map: two copies.
- \_\_\_\_\_ 11. For final map: original and two copies of Tax Clearance Certificate
- \_\_\_\_\_ 12. Copy of early assignment of APN's from County Assessor (see enclosed memo)
- \_\_\_\_\_ 13. Concurrent mylar submittal required (as applicable): grading plans, improvement plans, easement documents, other: see below
- \_\_\_\_\_ 14. Verification of submittal of securities and agreements
- \_\_\_\_\_ 15. Payment of fees in the amount of \$ \_\_\_\_\_  
(see enclosed Fee Summary Listing(s) for fee itemization)
- \_\_\_\_\_ 16. Department approvals: \_\_\_\_\_ Planning, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ other—  
dept.: \_\_\_\_\_
- \_\_\_\_\_ 17. **OTHER:** \_\_\_\_\_

## COMMENTS \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_**